



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Administrative Analyst 4, Fiscal Management [Classified Competitive]</b>			Salary <b>R29 \$81,979.98-\$116,912.67</b>
Posting Number <b>650-21</b>	Position Number <b>101513</b>	Number of Positions <b>1</b>	Posting Period * From: <b>12/06/2021</b> To: <b>12/20/2021</b>
Location: <b>Office of the Chief State Medical Examiner 120 South Stockton Street, 3rd Floor, Trenton and 325 Norfolk Street, Newark</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Under the general supervision of the Business Manager or other supervisory official in the Office of the Chief State Medical Examiner (OCSME), performs operational and analytical tasks including but not limited to the following: Supervises and executes, as needed, the procurement of goods and services for the OCSME in adherence with Treasury circulars and relevant rules and regulations. Monitors grants, capital projects and miscellaneous projects, as assigned. Supervises and executes, as needed, accounts payable, requisition, purchase order and receipting functions including the creation of documents in NJCFS, MACS-E and NJStart. Performs analysis, data collection and formatting as part of the budget development process. Assists with quarterly review of the budget. Performs the review and analysis of procedures, organization and performance to help prepare recommendations for changes and/or revisions. Supervises the maintenance of records and files. Prepares and signs official performance evaluations for subordinate staff. Preferred candidate should also possess strong knowledge of data processing applications including Excel, Word and Business Objects; or possess the ability to develop strong skills in those or similar applications. Knowledge of, or ability to develop knowledge of State procurement rules, procedures and software (NJStart and MACS-E); the ability to research and follow State circulars and other guidance to ensure compliance; the ability to handle multiple projects and priorities and understand when to escalate or request additional resources; the ability to review operating procedures and provide advice/assistance on matters pertaining to operations and procedures.; knowledge of management and supervisory techniques; and the ability to assign, instruct, motivate and supervise staff.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.

**EXPERIENCE:** Four (4) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

**NOTE:** Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate in one of the areas listed above may be substituted for two (2) years of experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

**PSTSME@doh.nj.gov**

- Mail the required documents to:

**Jill Velez, Administrative Analyst 3  
Office of the State Medical Examiner  
Reference Posting #650-21  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*